

**VILLAGE OF ALMONT
RESOLUTION NO. 14-04-01**

**A RESOLUTION OF THE ALMONT VILLAGE COUNCIL
APPROVING A SCHEDULE FOR RECORDS MANAGEMENT AND PRESERVATION
OF DOCUMENTS**

The following preamble and resolution were offered by Council Member Lauer and supported by Council Member Umphenour.

WHEREAS, the Almont Village realizes the importance of proper procedures for Records Management and Preservation of documents;

WHEREAS, the Village of Almont wishes to enact proper procedure and policy for the performance of retention and disposal of records;

WHEREAS, the Village of Almont recognizes the “office of record” is the office responsible for following the specified retention period as stated in the applicable schedules;

WHEREAS, Michigan Law MCL 399.5 and MCL 750.491 require that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs.

NOW, THEREFORE BE IT RESOLVED, that the Village of Almont adopts the following records retention schedules or its successors:

General Schedule #1- Non-Record Material Defined

General Schedule #8 – Cities and Villages

General Schedule #11 – Local Law Enforcement

General Schedule #23 – Elections Records

General Schedule #24 – City and Village Clerks

General Schedule #26 – Local Government Human Resources

General Schedule #28 – City and Village Treasurers

General Schedule #30 – Local Government Information Technology

General Schedule #31 – Local Government Financial Records

General Schedule #32 – Local Government Parks and Recreation Departments

AYES: Dyke, Lauer, Love, Peltier, Tobias, Umphenour, Schneider

NAY: None

ABSENT: None

THIS RESOLUTION DECLARED ADOPTED THIS 1st DAY OF APRIL 2014. I, Kimberly J. Keesler, Clerk/Treasurer of the Village of Almont, State of Michigan, do hereby certify that the foregoing Resolution No. 14-04-01 was duly adopted by the Almont Village Council during its regular meeting held in the Municipal Building in the Village of Almont on April 1, 2014.

Kimberly J. Keesler
Almont Village Clerk/Treasurer

Steve Schneider
Village President